

INTERESTED IN A POLICE CAREER?

The Enfield Police Department Announces a Written Exam for the Position of **Police Officer**

NO PRIOR EXPERIENCE REQUIRED - EXCELLENT TRAINING PROGRAM
SALARY: 52,499 – 64,563

The Enfield Police Department's testing process is like no other in the State of Connecticut. We run you through as much of the testing and interview process in one day. This includes:

- A written test to assess your ability to learn new material, to reason, to solve problems and apply sound situational judgment. Passing score is 70.
- A physical fitness assessment to determine your strength, agility and general physical fitness.
- A writing exercise to assess your ability to write clearly and correctly.
- Applicants who are pre-certified in the physical fitness assessment through Complete Health & Injury Prevention (CHIP), and who pass the written exam, may have their first interview the same day as the written exam.

Later phases of the process will include oral board examinations, polygraph (lie detector) test, background investigation, psychological examination, medical examination and drug testing.

Applicants must have a high school diploma or the equivalent, be at least 20 years old at the time of testing, and at least 21 at the time of hire (this is a state requirement for admission to the Police Officer Standards and Training (POST) academy program).

There is a twenty-five (25) dollar application fee for this process, which must be sent along with your completed application.

For a complete application packet go to our website: www.enfield-ct.gov

You may also pick up an application package at the Enfield Police Department, Library or Town Hall, or call (860) 253-6345.

Your completed application must be postmarked on or before **May 4, 2012**. **Late applications will not be accepted.**

IMPORTANT DATES

May 4, 2012

Completed application and \$25 application fee is due. Make fee payable to
Town of Enfield.

May 19, 2012

Date of written test **AND** oral board exam. **Please dress comfortably and plan to spend the entire day to complete the process. You must take the test on this date.** There will be no makeup dates. **Check-in is at 8:00 a.m. Test begins at 8:30 a.m.**

Late arrivals will not be admitted into the examination.

Town of Enfield

Application Requirements

Discrimination because of race, color, sex or sexual orientation, religion, age, national origin, disability or veteran's status is prohibited by law. The Town of Enfield actively supports this legislation. EOE/AA/M/F

1. Town of Enfield Police Officer Application on pages 7 -9 postmarked no later than May 04, 2012.
2. Complete Health & Injury Prevention (CHIP) Physical Ability Certification Card. **If you do not have a CHIP card, The Town of Enfield will test your physical fitness immediately following the successful completion of the written exam with a passing score of at least 70. YOU MUST BRING WITH YOU THE MEDICAL APPROVAL FORM on page 6. Wear comfortable clothing. Showers will be available.**
3. **Application Fee or Application Fee Waiver Form** (included in this application packet) A non-refundable \$25 application fee must be enclosed with this application. Applications received without the fee or Fee Waiver form will not be accepted for consideration. *If you are currently a certified officer with at least 2 years of post-certification experience, the fee is waived.*
4. **Mark your calendar for the date of the exam, May 19, 2012 – check-in at 8:00 a.m. PLAN TO SPEND THE ENTIRE DAY FOR THE TESTING PROCESS.**
5. *No applicant will be accepted with any drug related conviction, felony conviction, conviction for any Class A or Class B misdemeanor or any conviction for domestic violence.*

Current Connecticut Certified Police Officers: In accordance with the Police Officer Standards and Training Council Regulations of State Agencies, Section 7-294e-2, as revised, Connecticut-certified Police Officers who seek comparable position in another municipality, with less than two years of post-certification experience, must return and complete the Council approved police basic training program at the Academy and a 400-hour Field Training Program.

Applications must be postmarked or received by the Human Resources Department no later than 5:00 p.m. on May 4, 2012 to be considered. Late applications will not be accepted.
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Minimum Qualifications

(the information below is a guide and should not be considered the complete job description or process)

EXPERIENCE AND TRAINING: Graduation from high school or equivalent. Must meet eligibility requirements of the Connecticut Municipal Police Training Council (POST).

TRAINING: Must successfully complete a mandatory course at the Police Training Academy; graduation from high school or its equivalent as evidenced by possession of a state high school diploma issued by the State Board of Education. Must attend and successfully complete any training program either mandated by law or by the Police Department. Must attend and successfully complete any non-mandatory training program voluntarily accepted; must attend and successfully complete any mandatory refresher courses or tests of ability designed to ensure skill and knowledge in areas of performance.

LICENSE: Must possess and maintain a valid motor vehicle operator's license and satisfactory driving history. *An individual may not be considered for appointment if he or she has had a major violation within a three-year period, four or more motor vehicle violations other than major within a three-year period, or suspension or revocation of a license for any reason in the past five years. A valid Driver's License is required at the time of appointment.*

RESIDENCY REQUIREMENT: Candidates must be U.S. Citizens and shall be required to reside within twenty-five (25) miles of the boundaries of the Town within one (1) year of appointment.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of simple arithmetical procedures; knowledge of the meaning of common words, phrases and terms; ability to spell common words; ability to read and interpret simple passages; ability in elementary reasoning such as drawing accurate inferences from problems presented; ability to follow simple written and oral instructions; ability to deal with the public in a courteous manner, but varying one's technique as the situation demands; ability to apply various established department rules and procedures and laws and ordinances to situations.

PERSONAL ATTRIBUTES: Physical and mental courage, honesty and loyalty; integrity; neat personal appearance; ability to work under unpleasant working conditions; emotional stability; ability to observe and recall details; ability to think quickly and act decisively in emergencies. Candidates must meet the highest legal and ethical standards. *No applicant will be accepted with any drug related conviction, felony conviction, conviction for any Class A or Class B misdemeanor or any conviction for domestic violence.*

NOTE: *Applicants may exclude any convictions or arrests which have been erased from your record pursuant to Connecticut General Statutes §§ 46b-146, 54-76o or 54-142a. Erased records include the following: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon. For erased convictions or arrests you are considered to have never been arrested and may swear so under oath.*

GENERAL STATEMENT OF DUTIES: Duties involve routine police work, following clearly prescribed standard police practice and involving straight-forward application of readily understood department rules and procedures.

SUPERVISION RECEIVED: Works under supervision of a Sergeant who issues instructions regarding work assignments and who checks work for conformance to instructions and department rules and procedures.

ESSENTIAL JOB FUNCTIONS: Patrols an assigned area on foot or in car to enforce State and local laws and ordinances and to prevent, detect, and investigate crimes; checks premises of business establishments, residential areas, and town properties to enforce laws and prevent or investigate violations; investigates complaints, crimes, motor vehicle violations, etc.; makes arrests for violations of laws or ordinances; interrogates suspects and witnesses and takes written statements; prepares simple written reports of investigations and activities encountered during the tour of duty; drives or escorts ambulance and administers first aid; directs traffic as required; testifies in court; plans, organizes and executes arrest warrants; books and fingerprints persons taken into custody; protects crime scenes and collects evidence and information; executes motor vehicle stops; conducts searches and seizures; regular and punctual attendance.

PHYSICAL EXAM: Candidates will undergo a rigorous background check, including a physical and psychological exam and a polygraph, before an offer of employment. An applicant may be disqualified for poor employment history, recent use of or sale of illegal drugs, or previously undetected criminal activity. ***Any omission, falsification, fabrication, lie or misleading statement will automatically result in disqualification from further consideration with the Town of Enfield.***

Testing Process & Method of Selection

Non-Certified Applicants: Candidates who successfully pass all phases of the examination for this position will have their names placed on an Eligible List.

The examination process includes: Written Examination, Certification of Physical Fitness, and the Oral Board Interview. Please be advised that the selection process, up to and including background investigation and placement in the Police Academy, may take as long as one year.

Written Examination: The date for the written examination is **Saturday, May 19, 2012 at 8:30 a.m.** **Information confirming the exam date and location will be mailed/e-mailed to you prior to the date of examination.** The minimum passing score on the written examination is 70. You must pass the written examination to be eligible for the oral board interview immediately following the written exam. Candidates who fail to achieve the minimum passing score on the written examination will be disqualified from any further consideration for the position. The Town of Enfield reserves the right to administer a second written examination at its discretion. *Applicants who fail the written exam are encouraged to apply to the Department again at a future date.*

Certification of Physical Fitness: Candidates must meet departmental physical fitness standards at the **40th percentile** level certified through CHIP, Inc. **OR** be able to successfully complete the Cooper test immediately following the written exam. To participate in the Cooper test, candidates must have their physician complete the medical form in this packet and bring it with them to the written exam. *Applicants who fail the physical fitness exam are encouraged to apply to the Department again at a future date.*

NOTE: The CHIP certification card will enable you to bypass the agility test for most Connecticut towns for a six month period.

Oral Board Interview: The last phase of the examination for Police Officer will be an interview before a panel of police and/or personnel representatives. This phase of the examination is designed to aid in the determination of a candidate's maturity, communication skills and motivation for the position. The Town reserves the right to limit the number of candidates who are invited to the oral interview. Candidates who have passed the written examination, but who have failed this portion of the examination, will be disqualified at this time from any further consideration for the position of Police Officer, but are encouraged to apply again at a future date.

Background Investigation: A thorough background and character investigation will be conducted for the specific purpose of obtaining pertinent data for the Town of Enfield Police Department to consider in determining suitability for employment as a Police Officer. Eligible candidates will be required to authorize a release of personal information, however personal or confidential it may appear to be, including but not limited to: educational, financial/credit agencies and institutions, medical history, employment history, legal complaints, arrests or convictions, and motor vehicle history.

The Police Chief reserves the right to reject any eligible candidate whom, on the basis of background and character investigation or medical examination, does not appear to be the most suitable qualified candidate for the position in accordance with provisions of the Town of Enfield Personnel Rules.

If you fail to appear for any part of the examination process, or if you do not pass any part of the examination, your name will be removed from any further consideration.

An individual appointed to the position must satisfactorily complete a one (1) year probationary period.

Failure to complete and submit ALL application materials by the closing date of May 4, 2012 will automatically disqualify your application.

Discrimination because of race, color, sex or sexual orientation, religion, age, national origin, disability or veteran's status is prohibited by law. The Town of Enfield actively supports this legislation. EOE/AA/M/F

If you do not have a CHIP card, please show this page to your physician and have him/her complete the Medical Approval form on the other side of this page. Bring the Medical Approval form with you the day of the exam. You will not be permitted to take the Cooper test without prior medical approval.

**FITNESS TEST STANDARDS
PHYSICAL PERFORMANCE 40%**

Male Candidate

AGE	1 MINUTE OF SIT-UPS	SIT/REACH (Straight-leg)	1 MINUTE OF PUSH UPS	1.5 MILE RUN 40%
20 - 29	38	16-1/2 in.	29	12:25
30 - 39	35	15-1/2 in.	24	12:51
40 - 49	29	14-1/4 in.	18	13:46
50 - 59	24	13-1/4 in.	13	14:54
60 - 69	19	12-1/2 in.	10	16:16

Female Candidate

AGE	1 MINUTE OF SIT-UPS	SIT/REACH (Straight-leg)	1 MINUTE OF PUSH UPS	1.5 MILE RUN 40%
20 - 29	32	19-1/4 in.	23	14:49
30 - 39	25	18-1/4 in.	19	15:25
40 - 49	20	17-1/4 in.	13	16:12
50 - 59	14	16-3/4 in.	12	17:14
60 - 69	6	15-1/2 in.	5	18:00

(information provided from the **Police Officer Standards and Training Council**, www.ct.gov/post)

Town of Enfield
820 Enfield Street, Enfield, CT 06082
(860) 253-6345

Physical Fitness Assessment
Medical Approval Form

To be filled in by Physician:

This is to certify that I have reviewed the attached for elements of the *Connecticut Police Officer Standards and Training Council's* Physical Fitness Assessment. After reviewing said document, it is my professional opinion that the candidate named below:

Candidate's Name: _____

CAN SAFELY PERFORM THE PHYSICAL FITNESS ASSESSMENT.

Physician's Signature: _____ Date: _____
(M.D. or D.O)

Physician's Name and
Address (Type or Imprint
With Office Stamp

POLICE EMPLOYMENT APPLICATION

TOWN OF ENFIELD

THIS APPLICATION MUST BE POSTMARKED NO LATER THAN **May 4, 2012. LATE APPLICATIONS WILL NOT BE ACCEPTED.**

NOTE: Discrimination because of race, color, sex or sexual orientation, religion, age, national origin, disability or veteran's status is prohibited by law. The Town of Enfield actively supports this legislation.

IMPORTANT: This application is considered part of the examination process, and **MUST** be fully completed. Incomplete applications may be rejected. Be brief, but you should include all important information related to your qualifications for this position. All statements are subject to investigation and any facts found to be false, exaggerated or misleading may result in your disqualification.

There is a non-refundable application fee of twenty-five (25) dollars to participate in this process. Checks should be made payable to the TOWN OF ENFIELD. The \$25 fee MUST be enclosed with this application, or the fee-waiver form, unless you are a Certified Officer with at least 2 years post-certification experience. You will also be required to have a current and valid CHIP card showing you have taken and passed the CHIP Physical Ability Assessment, **OR** provide your Medical Approval form to take the Cooper test immediately following successful completion of the written exam.

PERSONAL INFORMATION

DATE _____, _____ SOCIAL SECURITY #

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Month Day Year Please write one number in each box

NAME _____
Last First Middle

CURRENT ADDRESS _____
Number and Street City State Zip

DAY PHONE # () _____ EVENING PHONE # () _____

E-Mail Address _____

NOTE: You must be at least 20 years old to take this test. By law, you must be at least 21 years old to be admitted to the Police Officer Standards and Training (POST) academy program, and all new police recruits **MUST** attend the academy. Therefore you must be 21 years of age at the time you are hired.

Are you at least 20 years old? Yes ☐ No ☐

If not yet 21 years old, when is your 21st birthday? ____/____/____
Month Day Year

Are you now or have you ever been employed by a law enforcement agency in Connecticut? Yes ☐ No ☐

Are you currently certified as a Connecticut Police Officer? Yes ☐ No ☐ POST ID# _____
(If certified)

Are you a citizen or naturalized citizen of the U.S.A.? Yes ☐ No ☐

DRIVERS LICENSE # _____ STATE _____ TYPE _____

ARMED FORCES INFORMATION

If you have been in the armed forces, please complete the following:

Branch of Service _____ Service Number _____ From: (M/D/Y) _____ To: (M/D/Y) _____

Type of separation _____

While in the service, did you receive any police-related training (such as military police)? Yes ☐ No ☐

EXPLAIN: _____

EDUCATION

For each category below, circle the highest educational level you have completed.

High School _____
School name, city and state

9 10 11 12
Circle highest year completed

Did you graduate?
☐ Yes ☐ No

College _____
College name, city and state

1 2 3 4
Circle highest year completed

Did you graduate?
☐ Yes ☐ No

Other _____
School name, city and state

1 2 3 4
Circle highest year completed

Did you graduate?
☐ Yes ☐ No

If you attended college, what was your: _____
Major Minor Highest degree earned

High School Equivalency Diploma (GED)? _____ Date of diploma (M/D/Y) _____ Number _____

EXPERIENCE: In the space provided below, give a complete record of your employment, beginning with your present or most recent job. Account for all periods, including self-employment and unemployment. Use extra paper if necessary.

Employer: _____
Company name Company address Company Phone #

Your Job Title _____ Dates _____ Annual Salary _____
From (M/D/Y) To (M/D/Y) Starting Ending

Supervisor and Title _____ Reason for Leaving _____

DUTIES _____

Employer: _____
Company name Company address Company Phone #

Your Job Title _____ Dates _____ Annual Salary _____
From (M/D/Y) To (M/D/Y) Starting Ending

Supervisor and Title _____ Reason for Leaving _____

DUTIES _____

Employer: _____
Company name Company address Company Phone #

Your Job Title _____ Dates _____ Annual Salary _____
From (M/D/Y) To (M/D/Y) Starting Ending

Supervisor and Title _____ Reason for Leaving _____

DUTIES _____

Employer: _____
Company name Company address Company Phone #

Your Job Title _____ Dates _____ Annual Salary _____
From (M/D/Y) To (M/D/Y) Starting Ending

Supervisor and Title _____ Reason for Leaving _____

DUTIES _____

Have you ever been fired or asked to resign from a job? Yes ☐ No ☐

If YES, please explain here: _____

Are there any other experiences, skills or qualifications which will be of benefit in the job of police officer (such as CPR, firearms training, etc.)? If so, please explain below.

IMPORTANT – READ THE INFORMATION BELOW AND SIGN YOUR APPLICATION

Do you understand that as part of the testing process you will be required to submit to a polygraph examination, a thorough background investigation, a psychological examination and fingerprinting as well as a physical fitness test, a physical examination and drug testing?

Yes ☐ No ☐

My signature below certifies that the information provided in this application is correct and truthful. I realize that falsifying any information submitted may be grounds for rejection of this application or termination of employment. I also give consent to the Town of Enfield to check previous employers, educational records, and references and release the Town of Enfield, its agents and employees, and my present employers, educational institutions and references from any liability that might arise from such disclosures. I further understand the acceptance of this application does not constitute an employment agreement. Failure to completely fill out this application may result in my disqualification from any further consideration for employment. **I ACKNOWLEDGE THAT I HAVE READ THIS INFORMATION AND THAT I UNDERSTAND THE REQUIREMENTS FOR EMPLOYMENT WITH THE TOWN OF ENFIELD.**

Signature Date

APPLICATIONS MUST BE RECEIVED OR POSTMARKED NO LATER THAN MAY 4, 2012

MAKE APPLICATION FEE OF \$25.00 PAYABLE TO: Town of Enfield

**Mail Completed Application to: Town of Enfield
Human Resources Department
820 Enfield Street
Enfield, CT 06082**

IF YOU HAVE ANY QUESTIONS ABOUT THE APPLICATION PROCESS OR THE WRITTEN TEST, CALL THE HUMAN RESOURCES DEPARTMENT AT (860) 253-6345.

THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.

**POLICE TEST
REQUEST FOR FEE WAIVER**

I request a waiver of the police test application fee for the following reason (check all that apply):

☐ I am currently receiving public assistance from the following city, town or state agency:
_____.

☐ I am currently receiving federal social security disability insurance benefits.

☐ I am currently receiving unemployment compensation benefits from the State of
_____.

☐ If you are receiving unemployment benefits and have had them discontinued, how long did you receive them?

☐ From _____ To _____
(date unemployment benefits began) (date benefits were discontinued)

☐ My total family income is below the current federal poverty guidelines (see guidelines on next page).

☐ Other reasons (s) (please write below)

My signature below attests to the fact that the statements made above are true. I understand that filing false information could be grounds for my disqualification from the process.

Signature

Date

2012 HHS Poverty Guidelines

Size of Family Unit	48 Contiguous States and D.C.	Alaska	Hawaii
1	\$11,170	\$13,970	\$12,860
2	\$15,130	\$18,920	\$17,410
3	\$19,090	\$23,870	\$21,960
4	\$23,050	\$28,820	\$26,510
5	\$27,010	\$33,770	\$31,060
6	\$30,970	\$38,720	\$35,610
7	\$34,930	\$43,670	\$40,160
8	\$38,890	\$48,620	\$44,710
For each additional person, add	3,960	4,950	4,550

SOURCE: *Federal Register*, Vol. 77, No. 17, January 26, 2012, pp. 4034-4035.

**TOWN OF ENFIELD
AFFIRMATIVE ACTION**

Each applicant for employment with the Town of Enfield is requested to provide the following voluntary information to be used solely for Affirmative Action reporting purposes. It will be detached when your application is filed and the information on it will be kept confidential and will not be considered in the employment process.

1. Ethnic Group (Please check one)
a. ☐ White b. ☐ Black or African American c. ☐ Hispanic or Latino d. ☐ Amer. Indian/Alaskan Native
e. ☐ Asian f. ☐ Native Hawaiian or Other Pacific Islander ☐ g. Two or more races ☐
2. Sex: a. ☐ Male b. ☐ Female
3. Age: a. ☐ 16 or less b. ☐ 17-25 c. ☐ 26-40 d. ☐ 41-65 e. ☐ 66+
4. Type of work desired (please indicate one preference)
a. ☐ Administrative (Managerial or Dept. Head, etc.)
b. ☐ Professional (Asst. Dept. Head, Police Lieutenant, Recreation Spv., Librarian, etc)
c. ☐ Technical (Engineering Aide, Police Sergeant, etc.)
d. ☒ Protective Service (Police Officer)
e. ☐ Office/clerical (Clerk-Typist, Secretary, Accounting Clerk, Dispatcher, etc.).
f. ☐ Skilled craft (Equipment Operator, Mechanic, etc.)
g. ☐ Service/Maintenance (Custodian, Laborer, Refuse Collector, etc.)
h. ☐ Summer employment
5. I applied to the Town of Enfield in response to:
a. ☐ Advertisement _____ (name of publication)
b. ☐ Connecticut Employment Service
c. ☐ Community or professional organization or Agency
Name: _____
d. ☐ Referred by a Town employee
e. ☐ Website _____ (specify which site)
f. ☐ Other

Name: _____
(Please print)

Address: _____
Street Town State Zip

Date: _____